



PRESIDENT'S  
REORGANIZATION  
PROJECT

Approved For Release 2004/03/11 : CIA-RDP80M00165A002100060027-7

WASHINGTON, D.C. 20503

OCT 17 1977

Admiral Stansfield Turner  
Director, Central Intelligence Agency  
Washington, D.C. 20505

Dear Admiral Turner:

The grapevine says you may want to submit a reorganization plan to the Congress in the near future. Since the number of anticipated plans over the next year is already larger than the number the Reorganization Authority allows the President to submit to the Congress, I hope you will inform me as promptly as possible of your needs and plans. The Reorganization Project is responsible for reviewing and scheduling all plans (see enclosure). We will be as helpful as we can.

Sincerely,

Harrison Wellford  
Executive Associate Director  
for Reorganization and Management

Enclosure:  
Memorandum for the Heads of Executive  
Departments and Agencies

~~OMB~~



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SEP 27 1977

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Reorganization: Coordination and Reporting  
Procedures

President Carter's promised reorganization of the Federal Government is now well underway, with projects led by the President's Reorganization Project in the Office of Management and Budget and by the departments and agencies. It is now necessary to adopt government-wide procedures for keeping track of those efforts, for reviewing the appropriateness of major proposed changes, and for scheduling the reorganization plans to be submitted to the Congress. Accordingly, this memorandum outlines a coordination and review process, establishes a reorganization reporting schedule, and requests the submission of a summary of organizational initiatives already undertaken.

Coordination and Review

In his April 7, 1977, memorandum to department heads, the President asked that Harrison Wellford, who directs the President's Reorganization Project (PRP), be notified of all internal reorganization initiatives "at least thirty days prior to implementation." This procedure is intended to ensure that related efforts are coordinated and that every significant organizational change is assessed against the President's criteria for reform.

Not every internal organizational change requires such review--only proposals for significant reform. For these purposes, we define as "significant" proposals which:

- . require reorganization plans, legislation, or Executive orders,
- . implement new legislation,

- . are likely to evoke substantial congressional or public interest, or have significant indirect impact on other agencies,
- . substantially affect the structure or authority of field organizations,
- . concern areas or programs already under study by the President's Reorganization Project or by other departments or agencies, or
- . are of such magnitude (significantly affecting more than 100 positions or ten million dollars) as to deserve a place in the record of the Administration's reorganization achievements.

If you are unsure whether a proposed action falls within this definition, please consult with the Reorganization Project staff.

For each proposed reorganization submitted, we need a brief description of its:

- . objectives.
- . effect on functions or authority.
- . budgetary impact (dollars and positions).
- . expected improvements in delivery of services and performance of agency missions, with suggested indicators to measure those improvements, whenever possible.
- . degree of public involvement in the development of the proposal.
- . proposed timing of implementation.
- . implementation mechanisms: administrative orders, Executive orders, reorganization plans, or legislation.


Activity Report

Only three reorganization plans may be before Congress at any one time. Reorganization efforts now planned or underway will absorb most of the limited numbers of congressional "slots" available over the next two years. For this reason, as well as to ensure the coordination of efforts at an early stage, we ask all departments and agencies to submit brief, monthly Reorganization Activity Reports to Harrison Wellford. These reports should identify newly initiated organizational studies, and should specify objectives, expected completion dates, and probable implementation mechanisms. They should also outline the current status of studies underway. The reports should provide the name and phone number of the person responsible for each reorganization effort. They will be due the fifth day of each month, beginning October 5, 1977, and cover activities of the preceding month.

Because the submission of reorganization plans to the Congress will require careful scheduling, the Activity Reports should identify studies which may lead to such plans as soon as these studies are proposed. PRP is responsible for reviewing the content of all proposed reorganization plans and for scheduling their submission to the Congress.

Summary of Initiatives Already Completed

To ensure the completeness of our record of all of the Administration's reorganization efforts, we request that you submit a one-time summary of significant internal reorganization actions already taken. The summary should be presented in the format outlined above for the proposed reorganizations submitted to OMB for review, and will be due on October 15, 1977.

  
James T. McIntyre, Jr.  
Acting Director

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# EXECUTIVE SECRETARIAT

## Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	D/DCI/IC		X		
4	DDS&T				
5	DDI				
6	DDA				
7	DDO				
8	D/DCI/NI				
9	GC	X			
10	LC		X		
11	IG				
12	Compt				
13	D/Pers				
14	D/S				
15	DTR				
16	A/DCI/PA				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
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SUSPENSE 26 October 1977  
Date

Remarks:

Please prepare DCI response.

Executive Secretary

19 October 1977

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